

PORT LEASING SALES OFFICER
(Non-Civil Service)
\$40,180 – \$70,344 Annually
(Salary Placement Dependent Upon Qualifications)
Plus Monthly Auto Allowance

The Properties Division of the Port of Long Beach is looking for a real estate professional to assist in guiding the Port through a period of expansion. The Port of Long Beach is a landlord port, and the Properties Division handles all property matters and generates an annual income in excess of \$225 million.

A Port Leasing Sales Officer conducts and oversees negotiations of leases, permits, and other agreements administered by the Properties Division. We are looking for an individual to prepare lease proposals, negotiate for the acquisition of property for Port development, negotiate lease agreements with existing and new tenants, and develop financial information to analyze lease proposals. This person will also work closely with Port engineering and planning staff to coordinate property matters associated with development projects and work closely with legal staff in the preparation of contracts.

Additional responsibilities may include management of relocation projects or property acquisition programs, and the administration and management of Foreign-Trade Zone No. 50.

The Port Leasing Sales Officer position has four levels. This position is for a Port Leasing Officer II, III or IV. Actual placement will be based upon education and work experience.

REQUIREMENTS TO APPLY:

Applicants should have a bachelor's degree in business or the substantial equivalent and a minimum of four years of public agency or corporate real estate/property management experience. Experience as a real estate salesperson or broker is not considered qualifying. Additional experience may be substituted for the educational requirements on a year-for-year basis. The successful applicant must be able to communicate effectively and work independently.

TO APPLY:

An application packet may be requested by calling (562) 901-1752. Candidates will be required to submit a cover letter, a résumé, a standard application, and a supplemental application. No one will be considered for the position without submitting a complete application packet.

DEADLINE:

Completed application packets must be postmarked no later than Monday, March 1, 2004.

An Equal Opportunity Employer

This information is available in an alternative format by request to the Administration Division at (562) 590-4129.